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CONFIDENTIAL

23 NOV 1987

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MEMORANDUM FOR: Chief, [REDACTED]

FROM:

John M. Ray
Director of Logistics

SUBJECT:

Request for Additional Space in Key Building

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Dine

1. Based on [REDACTED] description of the condition of the 8th floor space you showed him in Key Building, we agree that some relief is necessary. According to Bill, the space is overcrowded to the extent that the floors can't be cleaned, a situation that has led to your recent need for exterminator service. Accordingly, we are in the process of arranging the release of some 2,000 square feet of additional space to you within the next week. It is located on the 5th Floor. While this does not satisfy fully your current needs, it is a start. We would like to do more, but the space vacated by FBIS must be used to house elements displaced by the loss of [REDACTED]

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2. In view of the fact that [REDACTED] will be in Key Building for at least another six years, you may wish to consider using a portion of this new space to help solve the problem of cleaning up some other neglected areas in the Division. The space we will be releasing is open landscape, and thus suitable for use as a small staging area. You could rotate small elements into part of it temporarily while carpets are cleaned or replaced and while paint is applied in their permanent quarters. While I'm not recommending that you attempt to spruce up the whole Division in this manner, it is one way to correct the most serious problems.

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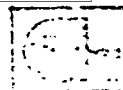
3. You can work out the details of this with our Real Estate and Construction Division, which will be sending someone down to see [REDACTED] as soon as we resolve the final boundaries of the new space with the Office of Finance.

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[REDACTED]
John M. Ray

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OL 10312-87



CONFIDENTIAL

2 December 1987

MEMORANDUM FOR: Chief, External Buildings Operations Branch, OL

FROM: [REDACTED]

Chairman, Space Task Force, OL

SUBJECT: [REDACTED] Request for Additional Space in Key Building

Poland,

1. Attached you will find:

- Request from [REDACTED] for space at Key Building
- The response from D/OL to [REDACTED] regarding this request
- A blueprint showing the allocation of space agreed to with [REDACTED] and OF

2. By way of background, when FBIS left Key Building, the Office of Finance was given expansion space on several floors. The subsequent move of Compensation Division to the Office of Personnel left OF with excess space on the 5th floor. OF has agreed to release all but some 650 SF of this excess to relieve [REDACTED] problem.

3. The blueprint shows how the new allocation has been worked out. When you send someone down to talk with [REDACTED] and OF, feel free to make any architectural changes you see fit, as long as you preserve, somewhere, the 1000SF of contiguous space annotated for AHS refugees. The 1000SF will likely be a classroom. There may well be a better way to adjust the walls than we have marked here. OF and [REDACTED] understand that they will be footing the bill for whatever is done.

4. I would also urge you to read D/OL's response to [REDACTED] as it contains a concept in which you would be a key player.

5. Give me a call if you have any problems with this. [REDACTED] will probably be contacting you if they don't hear from you.



Attachments: [REDACTED] Request
D/OL Response
Blueprint

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